



Missouri Department of Higher Education and Workforce Development

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT...

OWD Issuance 09-2020: Statewide Individual Employment Plan Development Policy

(Issued: October 23, 2020)

Last updated: February 10, 2022.

Q: What was the recent update to the Employment Plan Procedures Manual?

A: The Employment Plan Procedures Manual was updated to include examples of employment and training-related plans, as seen in the latest Wise Up Wednesday training session.

Last updated: June 2021.

Q: What is the skills gap and how should it be documented in the EP?

A: The skills gap is the gap between the current skills/capabilities of the participant and the skills required by the employer to perform a job well.

To document the skills gap, answer BOTH of the following questions:

- What skills, certifications, and other qualifications does the participant currently have that indicates the participant can and will be successful with the goal of the EP?
- What skills, certifications, and other qualifications does the participant need to learn or that the participant is lacking to achieve the goal of the EP?

Simply stating what certification the participant does not have is not sufficient when documenting the skills gap. The Skills gap can be documented within the goal or within the objectives of the EP.

Last updated: February 2021.

Q: The policy states that if an RESEA participant is starting employment in the immediate future, an EP is not required. How is "immediate future" defined?

A: If an RESEA participant is going back to work within a week of the originally scheduled RESEA appointment, then the EP is not required. Staff must document the employer and the start date for verification purposes.

Please direct all questions or comments regarding the Issuance or this FAQ document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

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